



## Initial Registration Instructions to Become a T.R.A.I.N. Learner

### How to Create Your Own Learner Record

1. Type "[ky.train.org](http://ky.train.org)" into the address field of your browser to get to the **KY TRAIN** site. (Remove the http:// and/or www)
2. Click on "Create Account" which appears underneath the login on the left hand side of the screen. (Should only do this once. If login name or password has been misplaced contact KYTRAIN support at 502-564-4990 Ex 3639 or by email at: [kytrainsupport@ky.gov](mailto:kytrainsupport@ky.gov)).
3. Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (\*). **Do not hit the "Back" button at any time during the registration process.**
4. Answer the secret question at the bottom of the page with an easy-to-remember, one-word answer. In the event that you forget your password, this question will be posed as a security measure during the password retrieval process. Click "Next" when finished.
5. On the resulting page, you will be asked to provide your location, job role and additional professional information. Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.
6. MRC Member – Leave this unchecked unless you are a member and Click "Next".
7. On the resulting page, please select the 3 settings that best fit your work environment. Click "Next" when finished.
8. On the resulting page, additional demographic information will be requested. This information is not required for registration. Click "Continue" to finish registering for **TRAIN**. You are now free to enter the site.

**Note:** Learner information can be edited at any time after registration under "My Account" of the My Learning Record. **It is important to keep this information current.**

### How to Edit Your Learner Record

1. Log on to the **TRAIN** site.
2. From the home page, click "My Account" from the "My Learning Record" box located on the right hand side of the page.
3. On the resulting pages, update information as needed (including your password, if desired) by clicking on either the "Details" or "My Profile" tab.

The screenshot shows the 'Member Login' section of the TRAIN Kentucky website. It includes a 'Login Name:' field, a 'Password:' field, a 'Login' button, and a 'Forgot Your Password?' link. Below this is a 'Create Account' button. At the bottom, there is a section titled 'Become A Course Provider' with a sub-link 'To add your courses to the TRAIN system,' and a 'Become a provider' button.



## **REGISTER FOR A COURSE USING A COURSE ID NUMBER**

- Logon to: ky.train.org (remove the http:// and/or the www)
- Enter the Login Name and Password that you established when you registered as a T.R.A.I.N. learner.
  - (If you have not registered as a T.R.A.I.N. learner click the Create Account and follow the Becoming an Initial User instructions that are attached.)

**If an account has been set up, but you have misplaced Login Name or Password contact your regional training coordinator or the Training Branch staff at: 502-564-4990 x.3639 or by E-Mail: [kytrainsupport@ky.gov](mailto:kytrainsupport@ky.gov)**


- Click the Login button
- Enter the Course ID Number in the “Search By Course ID” box on the right side of the Homepage
  - This number should be provided to you by the Course Provider.
- Click the title of the course/offering
- Click the Registration Tab
- Select from the Credit Type dropdown the appropriate credit type (Do not choose “None”).
- Click on the Register button to the right of the session location. (Screen will refresh)
- Click on the Home Tab
- Click on My Learning under the My Learning Record to confirm that registration went through. (Course(s) you are currently registered for will appear in center of page.)

## **REGISTER FOR A COURSE USING THE TRAINING PLAN**

- Logon to: ky.train.org (remove the http:// and/or the www)
- Enter your Login Name and Password. (Having trouble? See above section)
- Click the login button
- In the blue My Learning box click on the “Training Plan” link.
- Click on the title of the course offering in the training plan you would like to register for.
- Click the Registration Tab.
- Select from the Credit Type dropdown the appropriate credit type (Do not choose “None”)
- Click on the Register button to the right of the session location.
  - To view the number of seats available for a session, or other session details, click the details button.
- Click on the Home Tab
- Click on My Learning under the My Learning Record to confirm that registration went through and your TRAIN status should read “In Progress”.

## **TO MARK COURSE AS COMPLETE & COMPLETE EVALUATION**


After completion of course/offering return to your TRAIN account.

- Click on “My Learning” under the “My Learning Folder”.
- Click on the  to the right of the course title that you completed.
- Click on “Completed”
- Click “Start Evaluation “ to complete it
- Return to the Homepage
- Click on the “Certificate” folder
- Click on the title of the course and you may view/print the Certificate

If course provider verified your attendance before you mark yourself complete there will be the text “There Are Pending Evaluations” above the “My Learning Record”, click on it to access the evaluation.

## **TO WITHDRAW FROM A COURSE**

Login to T.R.A.I.N. and click on My Learning under the My Learning Folder.

Click on the  beside of the course that you wish to withdraw, click “Withdraw”, OK and Back.

## If a Module is not working, Try These Steps:

### JAVA and POP-UPS

When a module will not launch or does not launch with the navigation buttons, ensure that JAVA has been downloaded onto the computer and that the pop-up blocker is off. Below is the link to download JAVA.

<http://www.java.com/en/download/index.jsp>

### TESTING THE ENVIRONMENT ON TRAIN

Periodically you will need to test the environment on TRAIN. This will also assist with the on-line modules functioning smoother.

The procedure is listed below:

1. Go to your TRAIN account
2. Click "Help"
3. Click "Test Your Environment"
4. Click on the text "Run User Initiated Pop-up Blocker Test".

NOTE: Items listed under "Automated Tests" and "Manual Tests" should show "Passed" at the end of them. If they do not show "Passed", please do a screen print of that page by holding down the "Ctrl" key and pressing the "PrtScr" key above the "Insert" key on the keyboard, paste it in an email and send to: [kytrainsupport@ky.gov](mailto:kytrainsupport@ky.gov)

### ADDING TRAIN as a TRUSTED SITE

To add \*.TRAIN.org to trusted sites:

Open the Internet Explorer **Tools** menu and select **Internet Options**. Go to the **Security** tab and click the **Trusted Sites** icon. Then, click the **Sites** button. This will open a new window. In this window, there is a check box at the bottom. Please make sure this box, **Require server verification (https :) for all sites in this zone**, is *unchecked*. Then, in the **Add this Web site to the zone** field, please enter \*.train.org (this includes the asterisk at the beginning of the address). Next, click the **Add** button. Lastly, click **OK** to exit out of all settings windows and restart your browser.

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For assistance contact the Training Branch staff at: 502-564-4990 x.3639 or by E-Mail:

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